

[Date]

[Name of Utility]

Attn: [Utility Designated Contact]

[Street Address]

[City, State, Zip]

Subject: Preliminary Final Plans for Improvement Project Des. No. [1234567]

Dear [Utility Designated Contact]:

In accordance with 105 IAC 13-3-3(b), this letter serves as your notice that the Department is sending you preliminary final plans, which are attached, for the proposed project Des. No. [1234567 on SR 00 in County Name] County, Indiana.

We are providing the following information to assist in your planning:

- | | |
|---|--|
| (1) Name or Route number: | [from SPMS schedule use "Route Number"] |
| (2) Geographical limits: | [from SPMS schedule use "Location", "From RP", "To RP".] |
| (3) General description of work: | [from SPMS schedule use "Work Type"] |
| (4) Date a work plan is needed: | [Date 60 or 120 days out from plan delivery] |
| (5) Anticipated ready for contracts date: | [from SPMS schedule use "Ready for Contracts" "Est/Act Finish" date] |
| (6) Name of designer and contact information: | [from SPMS schedule use "Start Plan Development" "Person Responsible" and "Phone" information] |
| (7) Major or Minor project: | [Use same designation as in past notices] |

In accordance with 105 IAC 13-3-3(b), after completion of the preliminary plan development, the Department will proceed with the development of final plans for the improvement project. The Department shall send by mail to the utility a copy of the preliminary final plans for the improvement project, generally before those plans are complete, but which shall have sufficient detail to allow the preparation of the utility work plan.

In accordance with 105 IAC 13-3-3(b), the utility shall use the preliminary final plans to develop and provide to the Department its work plan. A work plan shall be submitted:

- (1) whether or not any facility relocations are required; and
- (2) within:
 - [(A) sixty (60) days after receiving the preliminary final plans for a minor project;] and
 - [(B) one hundred twenty (120) days after receiving the preliminary final plans for a major project.]

In accordance with 105 IAC 13-3-3(c), the work plan shall include the following:

- (1) A narrative description of the facility relocation that will be required.
- (2) A statement whether the facility relocation is or is not dependent on work:
 - (A) to be done by:
 - (i) another utility;
 - (ii) the department or contractor; or
 - (B) on the acquisition of additional right-of-way;

with a description of that work.

(3) A statement whether the utility is or is not willing to allow the contractor to do the required work as part of the highway contract.

(4) The:

(A) earliest date when the utility could begin to implement the work plan

(B) number of calendar days to complete the required work.

(5) The expected lead time in calendar days to:

(A) obtain any required permits;

(B) obtain materials;

(C) schedule work crews; and

(D) obtain the necessary additional right-of-way.

(6) A drawing of sufficient detail and scale to show the proposed location of the facility relocation.

In accordance with 105 IAC 13-3-3(d) for work that the utility is entitled to be compensated by the Department, in addition to the items specified in subsection (c), the work plan shall include a cost estimate for the facility relocation including appropriate credits for betterments and documentation of easements and compensable land rights.

A work plan template is available for your use and [is attached – can be obtained by contacting me using the information below].

Please send your work plan along with the relocation plans to: [Utility Coordinator Name, Utility Coordinator Agency, Street Address, City, State, Zip Code, Tel: 123-456-7890, Fax: 123-456-7890, insert.email@address.here.com.] Thank you for your attention to these matters.

Sincerely;

[Utility Coordinator Name]

[Utility Coordinator Title]

Attachment:[Name and describe type of attachment]

Cc: File